

**City of Lowell**  
**Job Description**  
**Please Post: August 7, 2015**  
**Deadline: August 21, 2015**  
**Council on Aging**  
**Volunteer/Program Coordinator**

**Job Title:** Volunteer/Program Coordinator (2500-TP, 2177)  
**Department:** Council on Aging  
**Reports To:** Director  
**FLSA Status:** Non-exempt  
**Union Status:** None  
**Salary:** \$13.00 per hour; Grant Funded  
**Schedule:** Part-time; not to exceed 15 hours per week

**SUMMARY**

The Volunteer Coordinator is responsible for the recruiting of volunteers as needed for daily programs, activities, food distributions, etc. In addition, coordinate and schedule daily programs and workshops.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Responsible for recruitment and recognition of senior volunteers.

Responsible for placement & training of each volunteer recruited.

Responsible for collecting & submitting volunteer timesheets to appropriate agencies and/or City of Lowell departments.

Responsible for the recruitment and placement of Senior Tax Incentive Abatement Volunteers.

Responsible for CORI background checks on each new volunteer.

Prepare job descriptions for all volunteer positions.

Assist COA in planning informative monthly meetings regarding elderly issues, such as Social Security, Welfare, Living Wills, etc.

Responsible for the monthly program calendar of all Senior Center activities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISORY RESPONSIBILITIES**

Council on Aging volunteers

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Applicant must have good driving history, computer skills a must, ability to follow instructions, ability to work with little or no supervision, experience in working with elderly population/volunteers, ability to work with the public.

**LANGUAGE SKILLS**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

**MATHEMATICAL SKILLS**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

*Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline~ August 21, 2015. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

**EOE/AA/504 Employer**